

**SOUTH DAKOTA STATE BOARD OF MASSAGE THERAPY**

**Regular Meeting**

**Monday, March 25, 2013 - 10:00 AM CDT**

**Governor's Inn Conference Room**

**700 West Sioux Avenue, Pierre, SD**

- 1) Call to Order
- 2) Open Forum: *15 minutes for the public to address the Board*
- 3) Approval of Minutes: November 5<sup>th</sup>, 2012
- 4) Financial Report: As of March 2, 2013
- 5) Office Update:
  - a. New and Expired Licensees
  - b. Updates to Website
    - i. *We have made updates to the Board's website to include more information, specifically links to accredited schools and approved examinations, since the last meeting. The FAQ's have also been updated to reflect questions we frequently receive in the office.*
  - c. Questions Received
    - i. *We have received questions about House Bill 1126's impact.*
    - ii. *We have received questions about criteria for becoming a recognized instructor for continuing education purposes.*
  - d. Board Newsletter
    - i. *We propose producing and distributing a Board newsletter for all licensees June and December of each year.*
- 6) Old Business:
  - a. Records Retention Policy
    - i. *As a follow up to the November meeting, the current copy of the Records Retention Policy for the Board is attached for your review.*
- 7) New Business:
  - a. Dual Facilities to meet educational requirements for licensure
    - i. *We have a request to clarify if the educational requirements for licensure can be met through a combination of education at more than one Board approved facility. Springs Bath House School of Massage has students who would like to take 200 hours of hands on training after they complete an online course through the US Career Institute. Springs Bath House School of Massage is a recognized facility pursuant to ARSD 20:76:08:01 and the US Career Institute is accredited through the Accrediting Commission of the Distance Education and Training Council (DETC) as allowed by ARSD 20:76:08:02.*
- 9) EXECUTIVE SESSION:

*Pursuant to SDCL 1-25-2 (3) for consideration of proposed contested cases*
- 10) Announcements:
  - a. Upcoming meeting – June 17<sup>th</sup> / July 15<sup>th</sup> / October 28<sup>th</sup>
- 11) Adjourn

**DRAFT**  
**SD Board of Massage Therapy**  
**Annual Meeting**  
**Ramkota Hotel**  
**Monday November 5, 2012 10:00am**

President Dykema called the meeting to order at 10:02am.

Present: Rebecca Dykema, Laura Woitte, Karen Kappel, Linda Zeller, Jim Carlon, Rachel Day and Brittany Novotny. Guests: Deb Calmus, Bridget Myers, Gene Heller and Rhanda Heller

Clamus, Myers, and R. Heller all spoke during the open forum. R. Heller provided written comments which are attached to these minutes.

Zeller moved to approve the minutes of September 17, 2012. Second by Kappel. Motion carried.

Novotny presented the financial reports. Woitte moved to approve the financial reports. Second by Zeller. Motion carried.

The Board reviewed a list of new and expired licensees.

Novotny presented an office update.

Novotny discussed questions from licensees that have contacted the office.

Novotny discussed a policy regarding incomplete applications. Consensus of the Board was to return applications that are not complete after one year.

Novotny updated the Board on the streamlined application process.

Novotny updated the Board on the website changes, including the plan to include information on accredited schools and schools approved by the Board.

The Board discussed the regulatory requirement that applicants be of good moral character. After much discussion, the question regarding inclusion of a reference letter in the licensee application was laid on the table by Woitte. Second by Zeller. Motion carried. The Board instructed the office to solicit feedback from licensees on criminal background checks.

Novotny discussed the need for a four drawer filing cabinet to hold licensee records. The Board directed Novotny to purchase a four drawer filing cabinet.

Carlon gave the Board an update on licensure requirements of continuing education providers.

Zeller moved to amend the April 30, 2012 minutes to include "M/S/P Woitte/Zeller to move into Executive Session at 9:15am to meet with the Board's attorney regarding contractual matters and

for the reasons as stated by Secretary Hollingsworth related to the performance of public officers.” Second by Kappel. Motion carried.

Woitte moved to amend the April 30, 2012 minutes to read “M/S/P Woitte/Zeller to move into Executive Session at 11am to consider and discuss pending litigation and discuss contractual matters with the Board’s attorney.” Second by Zeller. Motion carried.

Woitte moved that Dykema serve as President. Second by Zeller. Motion carried.

Zeller moved that Woitte serve as Vice President. Second by Kappel. Motion carried.

Woitte moved that Kappel serve as Secretary. Second by Zeller. Motion carried.

Woitte moved to approve Kyra Thompson’s application for licensure. Second by Kappel. Motion carried.

Zeller moved to approve Danielle Roswold’s application for licensure. Second by Woitte. Motion carried.

Woitte moved to approve Lacey Bessler’s application for licensure. Second by Zeller. Motion carried.

Zeller moved to approve Bonae Von Heeder’s application for licensure. Second by Woitte. Motion carried.

Woitte moved to approve Candice Endelman’s application for licensure. Second by Zeller. Motion carried.

Zeller moved to approved Chad Alfson’s application for licensure. Second by Woitte. Motion carried.

Kappel moved to approve Krystal Knudson’s application for licensure. Second by Zeller. Motion carried.

Novotny discussed the license renewal process. Zeller moved that beginning January 1, 2013, upon renewal, all licensee expiration dates will be systematically extended to the last day of the month in which they currently expire. Second by Kappel. Motion carried.

Novotny discussed the continuing education process. Kappel moved that Woitte review all licensee applications received between board meetings and continuing education requests and that Woitte have the authority to approve such applications and continuing education requests if statutory and administrative rule requirements have been met. Second by Zeller. Motion carried.

Zeller moved to go into executive session at 11:36am to consult with legal counsel about proposed or pending litigation. Second by Woitte. Motion carried.

Woitte moved that the Board come out executive session at 12:18pm. Second by Kappel. Motion carried.

The Board set future meeting dates that include February 25<sup>th</sup>, July 15<sup>th</sup> and October 28<sup>th</sup>, 2013.

Kappel moved to adjourn the meeting at 12:23pm. Second by Woitte. Motion carried. The meeting was adjourned at 12:23pm.

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Karren Kappel, Secretary



## **Rhanda's notes**

Bridget Myers

**Sent:** Monday, November 05, 2012 11:15 AM

**To:** Bridget Myers

Rhanda Heller's comments to the SD Board of Massage Therapy on Nov. 5, 2012 Open Meeting.

It was so nice to read in attorney Jim Carlon's response to the Open Meeting Complaint that the SD Board of Massage is here to promote massage.

This is a new day and it is time to move forward with open, clear communication. I believe that is what we all want as the board goes about our business. In light of the 5 minute time limit on public comment and Jim Carlon saying that paraphrasing comments can lead to problems, I have written my comments and provided each board member, the executive secretary and attorney Jim Carlon.

The following are some points that massage therapists would like the board to address, put on the agenda, include on the web site or change by legislation.

1. In the frequently asked questions section of the web site:

A. The appointment date and term of each board member, including when they will term off the board.

B. Place the 2011 amendment of SDCL 35-36-16 Re: Renewal of licensure on the FAQ site and update it from the 2007 amendment changes.

C. List of approved Schools in SD.

2. Clarify in minutes, not just in a letter to me, Rhanda Heller from attorney, Jim Carlon, why the board has not adopted a code of ethics, as is referenced in the board's minutes that they intend to adopt and it states in the minutes that they are told they need.

3. Introduce legislation to eliminate sales tax from massage. As part of health care, under the Board of Health in SD, we are the only profession burdened with sales tax.

4. Introduce legislation to bring the late fees down to make them more in line with the licensure fees, example:

\$25 abd \$50 instead if \$75 and \$150.

5. Mind the board's budget by meeting in the public library meeting room, at the capital building or at the Board of Helath's offices. This would eliminate the rental of large, more expensive rooms.

6. Place on the application for licensure at opr "in" or "out" for therapists to choose if they want their names and address labels being "sold" by the board to continuing ed providers for \$50 for the address labels of all of SD massage therapists as in now being done.

7. Clarify where, in the financials of the board, the civil penalties of \$1000, are reported that have been and are being imposed on therapists that are convicted of practicing without a license. Let us know that these monies are coming to the SD Board of Massage as is stated in SDCL 36-35-10 tat they must be.

8. Send a letter or an e-mail to all therapists that includes the new administrative staff and all new updates that the board feels should be included.

# Remaining Authority by Object/Subobject

Expenditures current through 03/02/2013 10:55:40 AM

HEALTH -- Summary

FY 2013 Version -- AS -- Budgeted and Informational

FY Remaining: 33.2 %

09211	Board of Massage Therapy - Info						PCT
Subobject		Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL
<b>EMPLOYEE SALARIES</b>							
5101030	Board & Comm Mbrs Fees	1,685	660	0	0	1,025	60.8
<b>Subtotal</b>		<b>1,685</b>	<b>660</b>	<b>0</b>	<b>0</b>	<b>1,025</b>	<b>60.8</b>
<b>EMPLOYEE BENEFITS</b>							
5102010	Oasi-employer's Share	217	55	0	0	162	74.7
<b>Subtotal</b>		<b>217</b>	<b>55</b>	<b>0</b>	<b>0</b>	<b>162</b>	<b>74.7</b>
<b>51 Personal Services</b>							
<b>Subtotal</b>		<b>1,902</b>	<b>715</b>	<b>0</b>	<b>0</b>	<b>1,187</b>	<b>62.4</b>
<b>TRAVEL</b>							
5203030	Auto-priv (in-st.) H/rte	1,500	1,365	0	0	135	9.0
5203100	Lodging/in-state	200	159	0	0	41	20.5
5203140	Meals/taxable/in-state	50	54	0	0	-4	0.0
5203150	Non-taxable Meals/in-st	50	61	0	0	-11	0.0
5203260	Air-comm-out-of-state	1,000	0	0	0	1,000	100.0
5203300	Lodging/out-state	1,000	0	0	0	1,000	100.0
<b>Subtotal</b>		<b>3,800</b>	<b>1,639</b>	<b>0</b>	<b>0</b>	<b>2,161</b>	<b>56.9</b>
<b>CONTRACTUAL SERVICES</b>							
5204020	Dues & Membership Fees	850	0	0	0	850	100.0
5204080	Legal Consultant	1,000	9,083	0	0	-8,083	0.0
5204090	Management Consultant	34,400	29,092	33,370	0	-28,062	0.0
5204160	Workshop Registration Fee	500	0	0	0	500	100.0
5204200	Central Services	378	355	0	0	23	6.1
5204204	Central Services	0	94	0	0	-94	0.0
5204207	Central Services	350	175	0	0	175	50.0
5204220	Equipment Serv & Maint	0	499	0	0	-499	0.0
5204360	Advertising-newspaper	1,050	0	0	0	1,050	100.0
5204510	Rents-other	300	206	0	0	94	31.3
5204530	Telecommunications Svcs	0	135	0	0	-135	0.0
5204590	Ins Premiums & Surety Bds	1,000	0	0	0	1,000	100.0
<b>Subtotal</b>		<b>39,828</b>	<b>39,639</b>	<b>33,370</b>	<b>0</b>	<b>-33,181</b>	<b>0.0</b>
<b>SUPPLIES &amp; MATERIALS</b>							
5205020	Office Supplies	100	287	0	0	-187	0.0
5205310	Printing-state	100	223	0	0	-123	0.0

# Remaining Authority by Object/Subobject

Expenditures current through 03/02/2013 10:55:40 AM

HEALTH -- Summary

FY 2013 Version -- AS -- Budgeted and Informational

FY Remaining: 33.2 %

09211 Board of Massage Therapy - Info							PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining		AVL
5205320 Printing-commercial	100	248	0	0	-148		0.0
5205350 Postage	0	157	0	0	-157		0.0
5205390 Food Stuffs	0	9	0	0	-9		0.0
<b>Subtotal</b>	<b>300</b>	<b>924</b>	<b>0</b>	<b>0</b>	<b>-624</b>		<b>0.0</b>
<b>CAPITAL OUTLAY</b>							
5207441 Filing Equipment	0	309	0	0	-309		0.0
<b>Subtotal</b>	<b>0</b>	<b>309</b>	<b>0</b>	<b>0</b>	<b>-309</b>		<b>0.0</b>
<b>52 Operating</b>							
<b>Subtotal</b>	<b>43,928</b>	<b>42,511</b>	<b>33,370</b>	<b>0</b>	<b>-31,953</b>		<b>0.0</b>
<b>Total</b>							
<b>Total</b>	<b>45,830</b>	<b>43,226</b>	<b>33,370</b>	<b>0</b>	<b>-30,766</b>		<b>0.0</b>



SD Board of Massage Therapy New Licensee's  
List of Issued License's 10.27.2012 through 02.08.2013

License number	First Name	Last Name	City	State	Issue Date
1170	Danielle K.	Roswold Von	Rapid City	SD	11/9/2012
1171	Bonae L.	Heeder	Hot Springs	SD	11/9/2012
1172	Lacey D.	Bessler	Brookings	SD	11/9/2012
1173	Candice B.	Endelman	Lennox	SD	11/9/2012
1174	Krystal A.	Knudson	Sioux Falls	SD	11/9/2012
1175	Kyra N.	Thompson	Rapid City	SD	11/9/2012
1176	Chad E.	Alfson	Sioux Falls	SD	11/15/2012
1177	Andrea D.	Black	Rapid City	SD	11/19/2012
1178	Jeremy J.	Mueller	Rapid City	SD	12/6/2012
1179	Jill A.	Evans	Rapid City	SD	12/6/2012
1180	Heather A.	Brock	Custer	SD	12/6/2012
1181	Lucinda M.	Aluffi	Sioux Falls	SD	12/7/2012
1182	Christopher J.	Renner	Rapid City	SD	12/13/2012
1183	Greg P.	Weberg	Inwood	IA	12/26/2012
1184	Jodi N.	Anderson	Brookings	SD	12/26/2012
1185	Sabrina L.	Goodon	Sioux City	IA	1/3/2013
1186	Bobby L.	White	Sioux Falls	SD	1/3/2013
1187	Alisa M.	Miller	Yankton	SD	1/14/2013
1188	Jenna A.	Catalano	Mitchell	SD	1/14/2013
1189	Mandi R.	Forman	Huron	SD	1/14/2013
1190	Kara J.	Hagen	Hot Springs	SD	1/14/2013
1191	Travis J.	Hern	Rapid City	SD	1/14/2013
1192	Bradley Neil	Selters	Sioux Falls	SD	1/15/2013
1193	Stacey K.	Twiggs	Rapid City	SD	1/31/2013
1194	Claire R.	Feistner	Woonsocket	SD	1/31/2013
1195	Lydia B.	Berhane	Sioux Falls	SD	1/31/2013
1196	Jenna	Williams	Warner	SD	2/4/2013
1197	Jessie J.	Nielsen	Brookings	SD	2/7/2013
1198	Toni M.	Moriston	Harrisburg	SD	2/7/2013

List of Expired Licensee's from 10.27.2012 through 02.08.2013  
SD Board of Massage Therapy

License number	First Name	Last Name	City	State	Business	Issue Date	Expiration Date
962	Rebecca J.	Meyer	Cheyenne	WY	Envy Salon	11/3/2010	11/3/2012
1067	Amber M.	Comes	Sioux Falls	SD		11/9/2011	11/9/2012
155	Monica M.	Ell	Portola	CA		11/17/2006	11/17/2012
254	Pamela S.	Stransky	Mitchell	SD	Pam's Massage School of Theory & Practice	11/17/2006	11/17/2012
47	Alice Y.	Willman	Wessington Springs	SD	Alice's Therapeutic Massage	11/17/2006	11/17/2012
130	Mary L.	Dohm	Industry	ME		11/17/2006	11/17/2012
967	Abigail M.	Gibson	Box Elder	SD	Varick Family Chiropractic	11/23/2010	11/23/2012
292	Beatrice B.	Shultz	Omaha	NE	Bea Healthier	12/1/2006	12/1/2012
290	Michelle L.	Cook	Eielson AFB	AK	Alternative Health Care	12/1/2006	12/1/2012
303	Mary L.	Hensley	Rapid City	SD		12/19/2006	12/19/2012
1073	Anne M.	Schwenk	Sioux Falls	SD	Massage Envy	1/6/2012	1/6/2013
349	Theresa F.	Hanna	Glenwood	MN	Terri's Professional Massage Therapy	1/12/2007	1/12/2013



BOARD OF  
MASSAGE THERAPY

RECORDS RETENTION AND  
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589





DEPARTMENT OF  
EXECUTIVE MANAGEMENT

BUREAU OF  
ADMINISTRATION

PMB 01234

RECORDS MANAGEMENT PROGRAM  
104 S Garfield Avenue; Bldg E  
c/o 500 East Capitol Avenue  
Pierre, SD 57501-5070  
Phone: (605) 773-3589  
Fax: (605) 773-5955

## MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE: December 16, 2011

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that "No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value."

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers, original and copies, and supporting documents; warrants, original and copies, multiple copies of State publications stored in bulk; obsolete blank forms; photocopies of computer printouts; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.



# PETITION FOR AUTHORITY TO DESTROY RECORDS

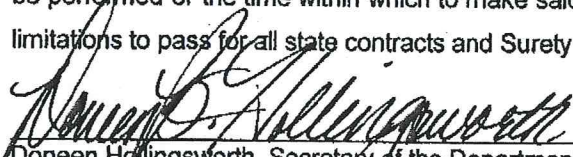
I, Doneen Hollingsworth (name), acting in my position as Secretary of the Department of Health (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Board of Massage Therapy (department) consists of 9 pages and contains record series number(s) MAS-1 (consecutively numbered) through MAS-13.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Board of Massage Therapy (department) record series numbers(s) N/A.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

  
Doneen Hollingsworth, Secretary of the Department of Health

11/28/11  
Date

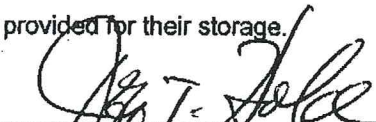
The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

  
Dana Hoffer, State Records Manager

12-7-2011  
Date

\*\*\*\*\*  
**DESTRUCTION AUTHORITY**

I hereby certify that the State Records Destruction Board met on the 15<sup>th</sup> day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

  
Signature, Chairman of the Board

12-15-11  
Date

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STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Massage Therapy  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0003

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

MAS-1. ADMINISTRATIVE REFERENCE FILES:

11-002

This series is arranged alphabetically by subject matter and contains information used in the daily administration of the Board. Information may include: vendor information, mailing lists, file management, current state purchasing contracts, operation guides, administrative messages from other governmental agencies, and other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Review files on a yearly basis to avoid build-up of superseded or obsolete materials.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Massage Therapy</u>
PROGRAM:	
RECORDS OFFICER:	<u>Kari Weisbeck</u>
RM CUSTOMER #:	<u>0003</u>

RECORD

SERIES NO.   TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.  
AUTHORITY  
NUMBER

MAS-2.   ADMINISTRATIVE RULES PROMULGATION FILES:

11-002

This series is arranged by subject matter and contains administrative rules promulgation files. Information may include: notices of public hearings, affidavits of publication of notices, written comment from the public, transcripts of hearings, and final decisions. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series is maintained for documenting the proper promulgation of administrative rules pursuant to SDCL 1-26.

**RETENTION: FINAL DECISIONS:** Retain permanently in office.

**ALL OTHER DOCUMENTATION:** Retain in office for as long as rules are in effect, then destroy.

(Note: SDCL 1-26-7 states in part that "each agency shall keep the original records, documents, and instruments required by the chapter." There is no time frame included for these records. Since SDCL 1-26-6.8 provided that "No rule is enforceable in the courts unless properly adopted," the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26a-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD.)

(Consider maintaining on microfilm instead of paper and destroying paper after microfilm has been inspected and verified to meet quality standards.)



STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Massage Therapy</u>
PROGRAM:	
RECORDS OFFICER:	<u>Kari Weisbeck</u>
RM CUSTOMER #:	<u>0003</u>

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

**MAS-3. BOARD MINUTES:**

**11-002**

This series is arranged chronologically by board meeting date and contains the official minutes of the Board meetings. Information may include: dates of meetings, members present, topics discussed, and actions taken. This record series is used for occasional reference and documentation purposes.

**RETENTION:** Retain 5 years, then microfilm and maintain film in office permanently.

**MAS-4. BUDGET FILE:**

**11-002**

This series is arranged chronologically and contains the yearly budget summaries for the Board. Information may include: mission statement, revenues, program performance indicators, amounts budgeted by sub-object, and narrative justifications. This record series is maintained for use throughout the year in monitoring program activities and for preparing future budget requests. The budget (Appropriations Bill) approved by the Legislature and signed by the Governor is filed permanently with the Secretary of State.

**RETENTION:** Retain 3 years in office, then destroy.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Massage Therapy</u>
PROGRAM:	
RECORDS OFFICER:	<u>Kari Weisbeck</u>
RM CUSTOMER #:	<u>0003</u>

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

**MAS-5. COMPLAINT FILES:**

**11-002**

This series contains all related correspondence received from either the general public or initiated by the Board of Massage Therapy concerning problems which have occurred with licensed or un-licensed massage therapists. Information may include: nature of the complaint, related correspondence, investigation of the allegation, conclusion of the hearing, and related materials. This record series is used by the Board to determine if a complaint is substantiated and if so, to take corrective action and report to national reporting entities.

**RETENTION:** UNSUBSTANTIATED: Retain 3 years in office, then destroy provided no litigation is pending.

SUBSTANTIATED: Retain 4 years in office, then transfer to storage for 2 years. Destroy after 6 years provided no litigation is pending.

**MAS-6. CORRESPONDENCE, GENERAL:**

**11-002**

This series is arranged chronologically and contains both copies of letters and memorandums sent, and originals of letters and memorandums received. This record series is used for occasional reference and documentation.

**RETENTION:** Retain 2 years in office, then destroy.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Massage Therapy</u>
PROGRAM:	
RECORDS OFFICER:	<u>Kari Weisbeck</u>
RM CUSTOMER #:	<u>0003</u>

RECORD

SERIES NO.   TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.  
AUTHORITY  
NUMBER

MAS-7.   FINANCIAL SYSTEM REPORTS:

11-002

These daily, weekly, monthly, and year-end reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include: revenue and journal voucher reports, advance travel-account receivable report, revenue analysis reports, state general ledger trial balance, company general ledger trial balance, expenditure reports, bank reconciliation reports, employee receivable reports, warrant register reports, projects reports, budget adjustments reports, special Bureau of Administration revenue reports, agency funds activity reports, company trail balance by center, and encumbrance balance report. This record series is maintained for audit purposes.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

MAS-8.   LEGISLATIVE FILES:

11-002

This series is arranged chronologically, and constitutes the Board's central file of all proposed legislation, and legislation from previous years. Information may include: resource material, correspondence, Bill Tracking Printouts, copies of House and Senate bills, national legislation, preliminary bill drafts, and the final drafts of proposed legislation. This record series is used for bill drafting, submission and tracking during the legislative session.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Massage Therapy</u>
PROGRAM:	
RECORDS OFFICER:	<u>Kari Weisbeck</u>
RM CUSTOMER #:	<u>0003</u>

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

**MAS-9.    LICENSE FILES:**

**11-002**

This series is arranged alphabetically by last name and documents personal data for licensed massage therapists. Information may include: original applications, college grade transcripts, references, internship verification, experience verification, renewal applications, and renewal dates. This record series is used to document the licensing and renewal processes of all massage therapists.

**RETENTION:** Retain in office 1 year after expired, then transfer to storage for 3 years. Destroy 4 years after last license expiration.

**MAS-10.    PENDING APPLICATIONS:**

**11-002**

This series is arranged chronologically and contains pending applications that are incomplete or otherwise not approved for license. Information may include: name, address, and social security number. This record series is maintained to document application work in progress pending Board action.

**RETENTION:** Retain in office 1 year, then destroy.



STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
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AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Massage Therapy  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0003

<u>RECORD</u>		<u>R.D.B.</u>
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

**MAS-11. SUPERVISORY WORKING FILES:**

**11-002**

This series is most often arranged alphabetically by name and contains current information used in supervision of employees in the agency. Information may include: copies of applications for employment, letters of reprimand and commendation, Personnel Performance Appraisal Report's, meeting notes, training records, and other information relating to the day-to-day supervision of employees. This record series is maintained for reference purposes and for review during the employee evaluation process.

**RETENTION:** SUPERVISOR: At your discretion, retain current in office. Destroy superseded or obsolete or no longer working with the Board.

(Note: Originals are maintained by the Bureau of Personnel.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Massage Therapy</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Kari Weisbeck</u>
RM CUSTOMER #:	<u>0003</u>

RECORD

SERIES NO.    TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

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MAS-12.    SURPLUS PROPERTY FILES:

11-002

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Massage Therapy  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0003

<u>RECORD</u>		<u>R.D.B.</u>
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

**MAS-13. VOUCHERS:**

**11-002**

This series is arranged chronologically and may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Information may include: purpose of the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. This record series is maintained for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes. Audit copies of vouchers may also include attachments such as purchase orders, requisitions, invoices, and packing slips.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.